

03 FEB 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff

FROM:

[redacted]  
Chief, Printing and Photography Division, OL

SUBJECT: FY-1986 Standard Support Requirements

REFERENCE: Memo fm C/IMSS, dtd 25Jan84, Same subject,  
OL 4021-84

1. Per your request, the subject document was reviewed and the following suggested changes are recommended.

Para 2. General Support at Headquarters (Page 10)

b. Logistics

- A number of existing Agency logistics resources (space, furniture, printing and photographic production support, etc) are currently tasked to a maximum capacity and utilization. In the case of printing and photography, there is a requirement for four positions for each ten percent increase in production volume required by Agency components.

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**Para 2. Equipment (Page 22)**

Change chart as follows:

<u>Type</u>	<u>Office</u>	<u>Positions</u>	<u>Personnel Services</u>	<u>Nonpersonnel Services</u>

2. If you have any questions regarding this memorandum or the requested changes, please contact Michael White on extension

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